

**WOODBURN PLANNING COMMISSION MEETING MINUTES**  
**October 22, 2009**

**CONVENED** The Planning Commission met in a regular session at 7:00 p.m. in City Hall Council Chambers with Chairperson Bandelow presiding.

Chairperson Bandelow announced that the agenda is available at the back of the room. There are no hearing items on the agenda. After a few routine business matters we will be conducting a workshop on the Downtown Plan. No public testimony will be taken.

**ROLL CALL**

<b>Chairperson</b>	<b>Bandelow</b>	<b>P</b>
<b>Vice Chairperson</b>	<b>Vancil</b>	<b>A</b>
<b>Commissioner</b>	<b>GrosJacques</b>	<b>P</b>
<b>Commissioner</b>	<b>Grigorieff</b>	<b>P</b>
<b>Commissioner</b>	<b>Hutchison</b>	<b>P</b>
<b>Commissioner</b>	<b>Jennings</b>	<b>P</b>
<b>Commissioner</b>	<b>Kenagy</b>	<b>P</b>

Staff Present: Jim Hendryx – Economic & Development Services Director  
Jon Stuart –Assistant City Attorney  
Natalie Labossiere - Senior Planner  
Nadia Seledkov – Administrative Assistant

Commissioner Jennings led the salute to the flag.

Chairperson Bandelow announced that Vice Chairperson Vancil has resigned due to other commitments which require more of his time.

**MINUTES**

- A. Woodburn Planning Commission Meeting Minutes of September 10, 2009 and Woodburn Planning Commission Meeting Minutes of September 24, 2009. Commissioner Jennings moved to accept the minutes. Commissioner GrosJacques seconded the motion, which carried unanimously.

**BUSINESS FROM THE AUDIENCE**

There was none.

Chairperson Bandelow made a procedural change to the order of items on the agenda. Next item to review became the Planning Reports.

**REPORTS**

Jennings questioned why Norcom would be on the Planning Activity Report as applying for a business license since they are considered to be a quasi-government entity. Economic & Development Services Director Hendryx responded that it was a location change; they needed more room.

There was general discussion among the commission about taxis in the city. There was a concern that there currently is a growing number of taxi services and if regulations to keep track of them were available for the public benefit.

Assistant City Attorney Stuart stated that the subject of regulating taxi services would be discussed in the next City Council meeting; currently there is no regulation.

Hutchison asked about the status of Walgreens.

Hendryx stated that there was no change or progress since approval was given.

## **DISCUSSION ITEMS**

### **A. Staff Presentation of Economic Development Focus Group - Appointment of Position**

Hendryx stated that City Council has a goal of putting together an economic development plan with the community and the Chamber of Commerce. To accomplish this we contracted with the Mid-Willamette Valley Council of Governments to help lead us in an effort to develop an economic development plan. Timeline for the group would be from 6-9 months, and November 10<sup>th</sup>, 3pm would be the first meeting. Anticipated commitment would be for about 2 hours per meeting, and meetings should occur once a month. It would be beneficial to have a commissioner to have in the group so that they could share with the Commission any new items.

Commissioner GrosJacques agreed to be appointed to the position.

### **B. Minutes Format**

Hendryx questioned if there was a particular way the Commission wanted the minutes to be formatted. One item for clarification was using titles such as Chairperson Bandelow over and over instead of using the entire title once, and then just a last name after that. Was there a historical basis for repeating the entire title or could this be changed?

Commissioner Grigorieff stated that whatever would be easier should be done.

Bandelow agreed that as long as it was understandable, the easiest format should be used.

### **C. Downtown Development Plan Update (LA 2009-01) Workshop**

Hendryx began his report on the Downtown Development Plan Update (DDPU). The background for this workshop is that the City Council has remanded the report back to the Planning Commission with a motion for more attention to the land-use aspect of the proposed plan; with project guidelines and a target date to be kept in mind. The DDPU has land use components and development concepts; and it establishes an intent and purpose statement which are currently absent in the CG and DDC zones.

Hendryx continued, focusing on the land-use elements regarding the CG zone (across the railroad tracks), where the DDPU establishes an overlay district, also known as a Gateway sub-district. It would allow housing, management and corporate offices. The residential component would allow multi-family, duplex, and single family attached dwellings, with a maximum density of 12-32 dwellings units per acre. It also sets limits

on building height of 50 feet or four stories. It removes incompatible light industrial and manufacturing uses, outdoor storage lots, and long-term parking such as bus facilities and RV lots.

Hendryx continued, focusing on the land-use elements regarding the DDC zone (from Front Street to 2<sup>nd</sup> Street). The DDPU would allow housing, management and corporate offices in the DDC zone. The residential component would allow multi-family and single-family attached dwellings with a maximum density of 12-16 dwelling units per acre. It also would set limits on building height of 40 feet or three stories. The DDPU would also establish architectural design standards and guidelines.

Hendryx continued, focusing on the land-use elements regarding transportation improvement changes in the DDPU. This would include formal street design standards in the Transportation System Plan. Young Street cross-sections would be changing, and changes in selected blocks in the DDC district would allow for one-way travel and angled parking.

Hendryx continued, regarding comprehensive plan amendments. There would be map amendments to establish the Gateway Sub-district, and text amendments to allow for additional goals and policies to support the implementation of the Woodburn Downtown Plan.

Hendryx continued, regarding non-land-use elements; going over opportunity sites. Those would include a 1<sup>st</sup> Street mixed-use concept, a Gateway District concept, an assembly hall, and a city-owned block.

Hendryx continued with non-land-use elements; going over a Strategic Business Development Plan. This would include business opportunities, marketing and promotions, transportation and parking, and catalyst projects.

Hendryx summarized the report with the three elements to changing the 1998 Plan toward the 2009 Downtown Development Plan Update. The first element would include the Planning Commission's decision on the Comprehensive Plan, the Woodburn Development Ordinance, and the Transportation System Plan. The second element would be the City Council's review of the whole document: the Comprehensive Plan, Development Ordinance, Strategic Business Plan, and Implementation Plan. The final element to change would be that the Urban Renewal Agency (City Council) which would work on a strategic business plan and implementation plan along with the downtown business community and Chamber of Commerce members.

Hendryx invited input on the Planning Commission's concerns for the 2009 DDPU. There were land use comments submitted by three commissioners and these have been noted to further discussions in this workshop.

Hendryx reviewed the comments on the issue of the Overlay District's non-conforming uses, and invited additional comments from the commissioners.

Hutchison was concerned that current businesses would not be able to sell their businesses because of the proposed changes.

There was general discussion among the commissioners about the implications of the changes proposed in the Overlay District as it relates to current uses.

There was discussion that there are several types of uses allowed of which no businesses exist: such as towing storage, charter bus depot, RV parking, and storage facilities. Should those uses be removed from the Overlay District? There was general consensus that the uses that aren't utilized should be removed, and that the current uses that do exist should be protected and not made non-conforming.

Senior Planner Labossiere recommended that the Commissioners evaluate the density issue of the Overlay District.

There was general discussion about the density issue in the Overlay District of a proposed minimum of 12 dwelling units per acre and maximum 16 dwelling units per acre. There was general agreement that it was an acceptable change.

Hendryx invited comments on the transportation issue as it relates to one-way streets.

There was general discussion about the one-way streets as an option. It was generally agreed that, although it was the consensus that one-way streets weren't wanted currently, it was beneficial to allow the template to be available for future use if wanted as an option. It would require a separate action to implement one-way streets.

Hendryx invited comments on the transportation issue as it relates to the Young Street Corridor.

There was general discussion about parking on Young Street and the consensus was to not allow parking on the street and remove it as an option. Commission members did not support including amendments to the TSP related to Young Street.

Hendryx invited comments on the design standards.

There was general discussion about the design standards being strict enough and enforceable, and it was generally agreed that they were.

Hendryx invited comments on the building height limits to be proposed in the DDPU.

There was general discussion about the building height limits to be proposed in the DDC zone and it was generally agreed to implement a "stair-stepped" height limit; transitioning from 35 feet in the residential, to a maximum height limit of 70 feet at Front Street.

Hendryx invited comments on any other land-use related issues.

Hutchison questioned whether there were changes proposed for murals.

Hendryx responded that there wasn't any proposed changes as murals are considered to be signs.

Hendryx invited additional comments on non-land-use issues, starting with the Strategic Business Development Action Plan.

Jennings commented that when the proposed improvements to Front Street are completed, the other streets will start to look inadequate. There was general discussion of the Urban Renewal Program and future street improvements. Another comment was

that there should be less emphasis on adding housing to the downtown and more on promotion of businesses.

Bandelow commented that housing is not currently allowed in the CG and DDC zones and that the emphasis on housing recognizes this point.

Hendryx invited comments about concept plans.

There was general discussion that clarification of intent would be advantageous.

Hendryx invited comments about railroad crossings.

There was general discussion about rail crossings and it was agreed to eliminate text.

Hendryx invited comments about the Historical Overlay District.

There was general discussion and agreement that there should be text to include the contributions that the Historic Neighborhood provides to the downtown.

Hendryx invited comments over other concerns that the Commission had.

There was general discussion over the timeline for the DDPU to be completely reviewed by the Commission, and it was agreed that it should be thoroughly reviewed in a timely manner.

There was some discussion about height restriction and it was agreed that the stair-step approach makes sense.

There was some discussion about housing in the DDC; and it was agreed that nodal housing, such as townhouses, was an acceptable form of additional housing.

There was some discussion to include some recognition of the neighborhood that is west of the DDC zone, so that there is more flow and vitality to the downtown.

There was some discussion about murals; if there was a design standard, or was it regulated as art?

Assistant City Attorney Stuart stated that murals are signs, and it's a complex issue. The Sign Focus Group will be discussing them. The tendency for murals is for governments to own them so that content could be controlled.

There was some discussion of code enforcement of upkeep of buildings; the majority of the buildings in downtown are owned by Woodburn residents.

Stuart noted that derelict buildings are difficult to police.

Hendryx stated that because of the vision of the 1998 Downtown Development Plan, the urban renewal aspect of the vision was adopted in 2002. Without a plan, additional improvements would not be accomplished.

Hendryx invited direction from the commission regarding how to proceed forward. As the hearing process was stopped, the notification aspect of the hearing needs to be redone.

The Commission's agreement of the Downtown Development Plan Update, with all recommendations suggested and agreed to, would be included in the text.

There was discussion about the process and there were recommendations that there be draft revisions for the commission to review at the next workshop meeting. Additionally, the Commission requested that all the neighborhood associations in the area should be invited to attend the next hearing. There was general discussion that the 99E TGM grant was tied to the completion of the DDPU; with late December 2009 being the latest date of adoption of the DDPU for an extension to be granted for the 99E grant.

Bandelow questioned why City Council remanded the hearing item without any input.

Assistant City Attorney Stuart stated that City Council remanded the hearing item back for more land-use deliberation by the Commission; and for more recommendations to ascertain the vision of the Commission.

There was general discussion by the Commission about when to hold the next workshop and it was agreed to be held on November 5<sup>th</sup>.

#### **BUSINESS FROM THE COMMISSION**

There was none.

#### **ADJOURNMENT**

Chairperson Bandelow moved to adjourn the meeting, Commissioner Grigorieff seconded the motion, which carried unanimously. Meeting adjourned at 9:40 PM.

APPROVED \_\_\_\_\_  
Ellen Bandelow, Chairperson Date

ATTEST \_\_\_\_\_  
Jim Hendryx, Date  
Economic & Development Services Director  
City of Woodburn, Oregon